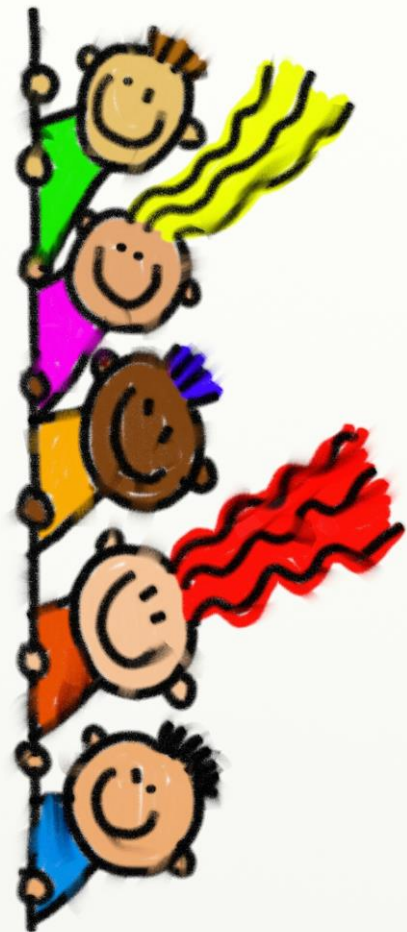




Sherwood Afterschool Program

PARENT HANDBOOK SCHOOL YEAR 2015/2016

3740 Old Lee Highway, Fairfax VA 22030
Office: 703-385-1695 Cell: 703-963-5644
www.fairfaxva.gov/parksrec



City of Fairfax Parks and Recreation Department
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INTRODUCTION

Welcome to the City of Fairfax's new Sherwood Afterschool Program! We are pleased that you have chosen this program for your family. Our program provides children with the opportunity to engage in safe, quality and affordable after school care. Children will participate in activities, while forming new friendships with other children and a positive relationship with staff members. The program encourages children to participate in activities and experiences that strive to benefit them emotionally, physically and socially.

Please read through this handbook as it was written to help you better understand our program and policies. If you have any questions please call or ask a member of the Recreation Department staff, because the safety and well-being of your child(ren) is just as important to us, as it is to you.

CITY OF FAIRFAX PARKS AND RECREATION

Vision Statement

Amazing Experiences!

Mission Statement

The City of Fairfax Parks and Recreation Department is dedicated to developing and maintaining beautiful, safe and environmentally friendly open spaces for the public to use and enjoy.

Through affordable, comprehensive and amazing experiences, we build a sense of community, enrich people's lives and contribute to total development of the individual, family, and the City of Fairfax.

We excel to meet the needs of our customers and residents and the needs of the City of Fairfax through activities, special events, cultural arts and parks that are representative of the best practices of our profession.

PROGRAM GOALS

1. Encourage children to develop new skills and work towards improving his/her performance at a given task.
2. Develop in each child an appreciation for their health, including a concern for nutrition, and a desire to help them develop physically.
3. Develop a sense of cultural awareness and appreciate the world around them.
4. Help each child gain a deeper understanding of and appreciation for their own skills and abilities.
5. Encourage the development of leadership skills in children of all ages.
6. Keep all children safe and happy.

OBJECTIVES

- **Skill Development**- Each child will be exposed to and learn about many different skills and work to develop them throughout the program.
- **Appreciation of the Health and Nutrition**- Each child will participate in activities which will provide for a better understanding of their health, wellness and fitness abilities.
- **Appreciation of their Own Abilities**- Each child will complete group and individual activities that exercise leadership, group and individual problem solving roles.

Sherwood Afterschool Program

GENERAL PROGRAM INFORMATION

Please understand that our policies directly relate to the safety and well being of your child(ren). We look forward to your cooperation in helping us provide a pleasant and safe experience for your child(ren).

All phone contact with the Sherwood Afterschool Program should be directed through the Recreation Department at **703-385-1695 (Sherwood Center)**. Please **DO NOT** call Daniels Run Elementary School for specific questions about the program.

All forms must be completed, including Registration, Emergency Information Forms, Pick-up Authorization, Health Forms, Special Needs Request Forms, in order for your child(ren) to attend afterschool program

SHERWOOD AFTERSCHOOL PROGRAM (For Kindergarten* – 6th Grade)

While parents are at work, their elementary school children can participate in a safe, quality and affordable program at the Sherwood Community Center. This program will provide physical activity and cultural enrichment while helping children develop important skills to improve their health, intellect, and social skills. The program will include homework/quiet time, activity choices, cultural/craft time and a healthy afternoon snack.

STAFFING (1 STAFF PER 10 KIDS, MIN OF TWO STAFF AT ALL TIMES)

The City of Fairfax Parks and Recreation Department is responsible for hiring all Afterschool staff. The program will have a Program Supervisor who will be at least 21 years old and have extensive experience and/or education in the child development field. Program Aides will be hired to supervise children and run activities. Prior experience working with children is a desirable asset for any staff member that we hire. All personnel are additionally trained in First Aid/CPR and they attend seminars on Bloodborne Pathogens, Child Development, Child Abuse Recognition and Reporting, Diversity Awareness, Positive Disciplining, Games Leadership and much more. One person on site will be trained in Mediation Administration (this person will NOT be a certified nurse).

HOURS OF PROGRAM

MONDAY – FRIDAY*

School Dismissal – 6:15pm

Staff will pick up the children enrolled in the program from Daniels Run Elementary School's cafeteria.

*This program runs 5 days a week and children are expected to attend Monday – Friday. If the child will be going home after school on a given day or will be absent, the parent must inform the Afterschool Staff.

IMPORTANT PHONE NUMBERS

Sherwood Afterschool Cell Phone: 703-963-5644

Sherwood Community Center Phone: 703-385-1695

Recreation Department Main Office: 703-385-7858

FORMS

All children participating in the Sherwood Afterschool program must fill out the following forms **EVERY YEAR**:

- 1. Registration Form**
- 2. Health History and Participant Information Form**
- 3. Pick-up Authorization Form**
- 4. Medication Administration (when needed)**
- 5. Special Needs Request Form (when needed)**

HEALTH HISTORY AND INFORMATION FORMS

Every year all participants must submit a completed Health/Information with updated information. This form must be handed in at the Sherwood Center at least two weeks before to the start of the program. The program's Supervisor must review the information prior to each child attending the After School Program. Every few months, the staff will ask parents to make sure all information is updated.

The Sherwood Afterschool Program

DAILY INFORMATION

TYPICAL DAY

Each afternoon, children will begin their day with attendance and introduction of the activities. Children will participate in the following daily activities: arts & crafts, sports, group initiatives, free play, quiet/homework time and a healthy afternoon snack. The program will use primarily the Sherwood Art Room, but on occasion other rooms in the Sherwood Center, and outside grounds and Van Dyck Park. Please refer to the sign posted on the Art Room door if the program changes locations.

Notices will be sent home on a monthly basis to inform parents of upcoming activities or any changes that may have occurred. We ask that you refer to this daily.

TYPICAL DAILY SCHEDULE

3:30pm – 4:00pm	Staff will Pick-up at Daniels/Walk to Sherwood
4:00pm	Attendance/Daily Instructions
4:00pm - 4:15pm	Healthy Snack
4:15pm - 4:45pm	Homework/Quiet Activity Time
4:45pm - 5:15pm	Organized Game Time/ Group Activity*
5:15pm – 5:45m	Second Group Activity Choice*
5:45pm – 6:00pm	Free Play
6:15pm	Last Pick-up

*Children will be split up into two groups and will participate in a group activity with children in their age group when possible.

SNACK

Healthy snacks and drinks will be provided for all the participants in the program each day. As a parent, you know your child's needs best, so if you would like to send additional food, time will be provided for your child to finish his/her snack. Please inform his/her staff member(s) at the beginning of the session. If your child has any dietary needs or allergy concerns please note it on your MEDICAL FORM as well as talk to the Site Supervisor. **DUE TO MANY SEVERE ALLERGIES, PLEASE DO NOT BRING ANY PRODUCTS CONTAINING NUTS.**

THEMES

Each month, the program will have a theme that they will base the activities, projects, and curriculum around. The purpose of the theme is to give a focus for activities and develop projects that children can have a goal to work toward in the program.

WHAT TO BRING DAILY CHECKLIST

- _____ A Smile ☺
- _____ Sneakers
- _____ An Extra Snack if Desired
- _____ Anything Needed for School Day
- _____ Homework
- _____ Change of clothes(if necessary)

Sherwood Afterschool Programs

PROGRAM POLICIES

SHERWOOD CENTER OFFICE HOURS

Monday - Friday 8:30am – 8:00pm, Saturdays 9:00am -4:00pm

Office: 703-385-1695 Cell: 703-963-5644

www.fairfaxva.gov/parksrec

ATTIRE

Children should dress in a comfortable manner for this program. If your child wears nice clothes to school, you may want to send them with a change of clothes. Children in this program may be involved in various sports, games and arts and crafts projects and it could get messy. If the weather permits, we will play outside. Please have your child bring adequate outside clothing to account for all weather! **Please label all personal belongings!**

BEHAVIOR

All children are expected to behave in a proper and respectful manner. We will not tolerate any hitting, name calling, foul language, destruction of property or any other behavior deemed inappropriate by the staff. In accordance with the severity and frequency of the behavior, the Parks and Recreation Department reserves the right to dismiss any child from the program. No refunds will be given.

PROGRAM RULES & GUIDELINES

Children will be responsible for following Sherwood Afterschool Program rules as follows:

- ❖ Children must abide by all rules and policies established by the City of Parks and Recreation Department
- ❖ Children must remain in designated program areas at all times
- ❖ Children must stay with their specified staff members at all times
- ❖ No running in halls, rooms, or building
- ❖ Children must use appropriate language at all times
- ❖ Children must be respectful to other children, staff, and facilities at all times
- ❖ Children must refrain from any horseplay and or engaging in any dangerous activities
- ❖ Children are only permitted to leave the program when they are signed out by a parent/guardian or authorized individual
- ❖ No weapons, projectiles, alcohol, drugs or illegal substances will be allowed. Possession will result in immediate expulsion from all programs
- ❖ Children should be aware of daily schedule and wear clothing appropriate according to each day's agenda
- ❖ Children must abide by all rules and procedures added to the Sherwood Afterschool Program

DISCIPLINE POLICY

Program staff will focus on the positive reinforcement and prevention of negative behavior. We will praise the positive and attempt to downplay the negative, in an effort to bring out the best in every child. When discipline is needed, we believe discipline takes many forms and should vary according to age, individuality and the developmental level of each child. Concern is focused on the action/behavior rather than the child. (example: We do not use statements such as "you are a bad boy/girl." Rather, "I did not like when you threw that item"). Our staff will use positive guidance, redirection, continuous supervision, and set clear limits during disciplinary action. Our staff is prohibited to use abusive, neglectful, corporal, humiliating or frightening punishment and physical restraint, unless such restraint is necessary to protect the health and safety of the child or other people. We do not use any form of physical or psychological abuse.

BULLYING – The Sherwood Afterschool Program prohibits any acts of bullying. The Afterschool Program follows all Board of Education Rules and Policies on bullying. Please refer to the City of Fairfax Public Schools Bullying Policy.

CANCELLATION

If the afterschool program is delayed or cancelled due to extreme severe weather, power supply damage, or other unforeseen circumstances, you will be notified by telephone/email and it will be posted on the City of Fairfax Parks and Recreation website and parents will be notified directly as well.

CHILDREN WITH SPECIAL NEEDS

The City of Fairfax Parks and Recreation Department in accordance with ADA accepts children with special needs in an integrated group setting, when it is determined that the child can best be served in this program's environment. A Special Needs Request Form is available upon request at the Sherwood Center and must be submitted AT LEAST one month prior to the start of the program to prepare properly. The more information provided to us about your child and the resources he or she needs, the more readily staff will be able to meet those needs.

HOMEWORK TIME

Staff members will do their best to assist all children with any help they may need with their homework. Due to the group nature of this program, it is impossible to provide complete one-on-one tutoring for children during homework time. For the safety of the children, outside tutors will not be allowed during the Afterschool Program. The City of Fairfax Parks and Recreation feels that it is safest to only have adults who have been hired by the City and background checked on the site with the children.

ELECTRONICS

Please do not send your child(ren) with electronics (i.e. game devices, smartphones, ipods, etc.) or other expensive toys to this program. We will provide any supplies for program activities and there is no need for these devices. CELL PHONE USE is not allowed during the program. If you need to reach your child, please call the center phone at **703-385-1695 or cell 703-963-5644**. **We are not responsible for lost, stolen or damaged items**. Any item brought to The Sherwood Afterschool Program that is deemed dangerous, inappropriate, or is used in an inappropriate manner, will be held by the Program Supervisor and returned to the parent/guardian at the close of the day.

EMERGENCY PROCEDURES

The Afterschool program will follow the Sherwood Center emergency procedures set by the City of Fairfax .

ILLNESS OR INJURY

If your child becomes ill or injured while at our program, the staff will first attempt to contact the Parent/Guardian(s). If we cannot reach the Parent/Guardian, Emergency Contact #1 will be contacted immediately. If we are unable to reach Contact #1, then Contact #2 will be notified and so on until we are able to reach someone. Please inform your Emergency Contact people of their responsibilities and be sure that they are readily available.

If your child is sick, please keep him/her home. Please report any communicable diseases promptly, i.e. Chicken Pox, Head Lice, Pink Eye, etc., to the Supervisor of your site. Refunds or credits are not given for missed days (please refer the refund policy above).

INCLEMENT WEATHER

SNOW DAYS

There will be no coverage during FCPS snow days.

EARLY DISMISSAL DUE TO SNOW

If there is an early dismissal due to snow, there will be Afterschool staff member's onsite from school dismissal until 6:15pm. This coverage is only for children who are registered for the Sherwood Afterschool Program. There is no addition charge for early dismissal days.

LATE OR ABSENCES

Please notify your child's staff, if your child will be absent, late or picked up early from the PM program and notify your child's school as well. Each afternoon your child's Site Supervisor will take attendance. If your child is not present, the City of Fairfax staff will make every effort to contact you and confirm this absence.

LATE PICK-UP

Because the Parks and Recreation Department incurs additional expenses after the close of the program, all children must be picked up by the specified close of program (NO LATER than 6:15pm). Any child who has **not been picked up at 6:15pm will be automatically charged \$10.00, and an additional charge of \$10.00 for each 5 minutes of time incurred thereafter.** We understand that unplanned emergency situations arise and in this case when a parent is unable to pick up the child at the established close of the program, the parent should call the person designated for emergency contact to arrange pick up. We strongly suggest that you inform the staff if you will not be the person picking up the child. The staff will attempt to contact the Parent/Guardian and in cases where parents or alternates do not arrive on time for pick-up, the police will be contacted for assistance and advice in locating parents. Parents will be billed immediately for all late charges.

Children will not be allowed to enter the Sherwood Afterschool Program for additional sessions or any other Recreation programs until late charges are paid to the City of Fairfax. Late fees will be accepted at the front desk of the Sherwood Center. Continuous late pick-up may result in dismissal from the program.

LATE PICK-UP FEE STRUCTURE (PER CHILD)

AFTERNOON PROGRAM

6:15pm - 6:20pm = \$10.00

6:20pm - 6:25pm = \$20.00

6:25pm - 6:30pm = \$30.00, ect

After 7:00pm, the police will be notified.

LOST AND FOUND

A lost and found area will be designated at the program. The City of Fairfax will keep all lost and found items for one month. After this time, all lost and found items will be donated to a charitable organization.

MEDICATION

Parents must fill out the Medication Authorization Form located in the Sherwood Community Center in order to take medication at the Sherwood Afterschool Program. All medications must be presented in their original containers. For all prescription medications, the Medication Administration Form must be filled out and signed by a doctor. One person on site will be trained in Medication Certification. ***Please note:*** There is NO Certified Nurse on site. All medications must be administered either orally, by injection, topical or inhalant.

PARENT/GUARDIAN VISITORS AND INVOLVEMENT

You are always encouraged and welcome to visit our program. If you wish to visit, you may schedule the visit with the staff. We encourage you to speak with your child's Afterschool staff frequently. If there are any questions, problems or situations that need to be addressed do not hesitate to contact the City of Fairfax Parks and Recreation Administration staff at 703-591-3689.

PARENT NIGHTS – The Sherwood Afterschool Program will be hosting Parent/Family Nights throughout the year. This is a great opportunity to get to know your child's staff, see what they have been doing in the program and spend some quality time with your family. Notices will be sent home for when these nights are planned.

PARKING

Parking is available in the parking lots of the Sherwood Center. Parents must park their vehicle in an appropriate parking area and not in the fire lanes or in front of the building. In the case of the situation where the parking lot is full, additional parking is available in Van Dyck Park. Please drive slowly and with caution in and around the parking lot as there is often a lot of activity outside the center with the park and police station next door. The safety of all our patrons, including you, depends on it.

POLICY FOR NON-DISCRIMINATION

The City of Fairfax Parks and Recreation accepts applicants from Daniels Run Elementary School for the Sherwood Afterschool Program on a first come, first served basis and does not discriminate on the basis of race, color, religion, gender, marital or veteran status, national origin, disability or political beliefs.

REFUNDS

Generally speaking, there will be NO REFUNDS for the Sherwood Afterschool program. Extended absences due to illness verified by a doctor's note, or extenuating circumstances will be considered on a case-by-case basis for potential prorated refunds. If your child will no longer be attending the Sherwood Afterschool Program, please let the Parks and Recreation Department know at least 2 weeks prior to the start of the next month or you will be billed for that month. Please complete a Refund Request Form that can be found at the Sherwood Center office.

SCHOOL DAYS OFF

The Sherwood Afterschool Program operates on the all days when FCPS is held. When there is no scheduled school, the City of Fairfax Parks and Recreation Department will provide some optional programs and camps for many of days. Registration notices for these programs will be sent home with the children. Additional fees will apply for these programs.

COVERAGE FOR SCHEDULED HALF DAYS

Coverage will be provided at for scheduled early dismissal from school dismissal until 6:15pm. There is no additional charge for these days. *The dates 2015/2016 School Year for two hour early release are as follows:*

- Oct 30, 2015
- Nov 25, 2015
- Dec 18, 2015
- Feb 4, 2016
- Apr 21, 2016
- Jun 23, 2016

SIGN-OUT PROCEDURES

Children will be released from their classrooms and go directly to the school's cafeteria at 3:45pm. Sherwood Afterschool Staff will take attendance and sign out all children at the school. Please make sure you notify the school to give permission for the staff to sign out your children. Staff will then walk the children to the Sherwood Center at the appropriate crossing guard designated crossing area. Please note that staff will only be able to pick-up children at the Afterschool Program at the 3:45pm or the school dismissal time. If you would like your child to attend other activities and then attend the Sherwood Afterschool Program, you must arrange for supervision and transportation of the child.

At the end of the program, a parent/guardian or authorized person **must** sign-out child with a staff member every day. Please refer to the sign posted in the main entrance of the building as to where sign-out will be for that day. **The staff will require identification for everyone who picks up a child, INCLUDING PARENTS/GUARDIANS. Children will NOT be allowed to leave unless identification is presented at the time of pick-up.** Please fill the **Pick-up Authorization Form** with all the people who are allowed to pick up your child. Your child will not be allowed to leave the program with anyone other than a parent or guardian, unless they are noted on this pick-up list. REMEMBER, this is for your child's safety and your peace of mind. If you need to add an additional authorized pick-up person during the school year, please talk to the staff for the appropriate form.

For your child's protection, we ask that you provide us with advance notice or call the 703-385-1695 for the following reasons:

- 1) If you plan to pick up your child early from school, or
- 2) Authorizing someone to pick-up or drop off your child, other than yourself, and anyone listed on the pick-up authorization form, or
- 3) Your child being absent

SUMMER CARE COVERAGE

The City of Fairfax Parks and Recreation Department has a traditional summer camp at Daniels Run Elementary and Providence Elementary School (rising 1st -4th grade) and Lanier Middle School (rising 5th -7th graders). See the Winter 2016 Leisure Times or website for more details. Registration begins in February participants in the Sherwood Afterschool Program will have guaranteed and priority registration.